## SMALL BUSINESS PERSON OF THE YEAR FOR 2004

U.S. Small Business Administration Nomination Form Seattle District Office

Individuals who 1) own and 2) operate or bear principal responsibility for operating a small business are eligible. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in a single nomination does not exceed four persons. SBA's size standards apply in defining a business as small.

All information must be on this form -- no attachments will be accepted. This form should not exceed four pages. Failure to furnish all of the requested information may disqualify the nominee. Nominations must be typewritten and signed. Financial information will be kept confidential. Complete and submit Form 898 with nominations.

Nominee's Full Name:		
Occupation/Title of Position:		
Name of Business:		
Business Address:		
Home Address:		
Telephone Number: (Business)		
NAICS Code:		
Sponsor's Name:		
Title:		
Name of Business or Organization:		
Address:		
Telephone:		
Give a one-paragraph description of the nomin	ee's business or profession/occu	ipation.
Give a concise statement clearly describing wh	y the nominated individual des	erves recognition as the Small Business

DEADLINE: FRIDAY, NOVEMBER 15, 2003 TO THE SEATTLE DISTRICT OFFICE

## SELECTION CRITERIA FOR SMALL BUSINESS PERSON OF THE YEAR

**NOTE:** In addressing the following items, please relate specifically how the **nominee**, not the business, fulfills the selection criteria below:

I.	Staying Power - a substantiated history as an established business.
II.	Growth in number of employees - a benchmark to judge the impact of the business on the job market. Please include current number of full-time and part-time employees.
III.	Increase in Sales and/or Unit Volume - an indication of continued growth. Please include gross revenues for the past three years: 2000 2001 2002

2000	2001	2002
	<del></del>	

**Total Liabilities** 

IV. Current and Past Financial data substantiating the improved financial position of the business.

Net Worth \_\_\_\_\_ \_\_\_\_\_

V. Innovativeness of Product or Service Offered - illustrations of the creativity and imagination of the nominee.

VI. Response to Adversity - examples of problems faced by the business and the methods used to solve them.

VII. **Evidence of contributions** by nominee to aid community-oriented projects through the use of his/her personal time or other resources.

## **Additional Information**

The prestigious Small Business Awards honor the outstanding small business owners and advocates who demonstrate excellence and achievement in the business community. All nominees and nominee's businesses must comply with state and federal regulations regarding labor, immigration, civil rights, taxation, and other applicable regulations. By submitting the completed nomination form, the nominee certifies that, to the best of his/her knowledge, the information provided is correct and the business has complied with regulations, as stated above.

A Small Business Person of the Year will be selected from qualified candidates from the 15 counties in Western Washington. From the top candidates, a State winner will be named. The State of Washington Small Business Person of the Year will be considered for the National Small Business Person of the Year Award along with 52 other entrepreneurs from the other 49 states, the District of Columbia, Puerto Rico/Virgin Islands and Guam.

One black and white photographs and one colored photo images of the winner and their business operation will be required for publicity and the Small Business Awards presentation. The State of Washington winner will be required to submit a more expanded package for competition at the National level, including a profit & loss statement and balance sheets for the past three years.

The State of Washington Small Business Person of the Year winner will be invited to attend the Small Business Week activities in Washington, D.C.

For further information on this award, call the Seattle District Office, (206) 553-7060.							
	Date			Date			
Sponsor (signature)			Nominee (signature)				
Received at SBA District Office on _		_ by	·				
	(date)		(staff)				

Nominations must be received by Friday, NOVEMBER 15, 2003 at:

U.S. Small Business Administration 1200 Sixth Avenue, Suite 1700 Seattle, WA 98101

Attn.: Small Business Awards Committee